



Approved For Release 2000/06/13 : CIA-RDP78-04202A000200160019-6

UNITED STATES CIVIL SERVICE COMMISSION

IN REPLY PLEASE REFER TO

WASHINGTON, D.C. 20415

YOUR REFERENCE

• MAR 12 1974

F. W. M. Janney
Director of Personnel
Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Janney:

Information is enclosed which will enable you to request spaces at the Executive Seminar Centers for Fiscal Year 1975. The enclosures include a request form, a FY 1975 Schedule for each Executive Seminar Center, and a brochure providing guidelines for selecting participants, brief descriptions of the seminars, and other information concerning the Centers. Additional copies of the brochure are being sent to you by separate mail.

Two new seminars are being added to the Executive Seminar Center Program, beginning in July 1974, to assist agencies in meeting the executive and managerial development effort called for in FPM Letter 412-2. The three-week, "Seminar for New Managers," is designed to provide "newly selected managers" with basic managerial knowledges and abilities. Eight sessions of this Seminar have been scheduled for each of the three Seminar Centers. The "Seminar for Advancing Managers" is being added to assist in the training of individuals who will have moved from one managerial position to another during the period July 1, 1973, through June 30, 1975. The Commission stands ready to provide additional sessions of these courses if agency demands warrant. Therefore, we urge agencies not to confine their requests for spaces in these two seminars to the present capacity of the three Executive Seminar Centers.

The introduction of these two seminars has necessitated in making some adjustments in the scheduling of the remaining Executive Seminar Center Program curriculum. Management of Organizations and American Foreign Policy and International Affairs will not be offered in FY-1975. These adjustments were made after giving careful consideration to the direction

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the Program should go in order to be most responsive to the managerial training needs of agencies. We believe that by providing agencies greater opportunities to meet some of their new and advancing manager training needs through the Executive Seminar Center program while retaining most of the existing seminars in the Program curriculum, the Program can have the greatest impact toward meeting the goal of improving Governmentwide managerial effectiveness.

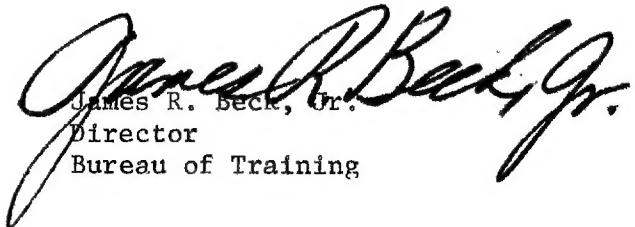
Anticipated higher costs at all three Centers will require a modest increase next year over the current fiscal year charge: \$750 per two-week seminar, and \$1,125 for the three week Seminar for New Managers in FY-1975. This fee covers the full cost of the seminar, meals, and lodging. Typically, agencies provide \$2.50 per day to their participants for incidental expenses.

After receiving your request for spaces in the three Centers, we will negotiate the best match between agency plans and schedule flexibility in the Centers. Further, if demand for the "Seminar for New Managers" and the "Seminar for Advancing Managers" exceed the scheduled sessions, we will notify you how we plan to meet these requests.

Please submit your requests for spaces to the Bureau of Training, U. S. Civil Service Commission, Washington, D.C. 20415, so that they may be received by May 1, 1974. (Sooner, if you can do so conveniently.) A calendar of confirmed spaces will be sent to you and your agency will be asked to sign a contract underwriting the number of spaces confirmed. Please provide the name, title, and address of the official to whom the contract should be sent for signature.

If you have questions, please telephone Jim Brogan, Area Code 202-632-7626, or IDS Code 101-27626.

Sincerely yours,


James R. Beck, Jr.
Director
Bureau of Training

Enclosures